



## United States Department of the Interior

U. S. GEOLOGICAL SURVEY  
Office of the Director  
Reston, Virginia 20192

In Reply Respond to:  
Mail Stop 601

### MEMORANDUM

To: All Managers and Supervisors

From: */signed Kathryn Clement July 26, 2001/*  
Kathryn Clement  
Deputy Director

Subject: Hiring Controls Relaxation and Position Management Responsibilities

As a result of the favorable Congressional markups of the proposed USGS FY02 budget, we are relaxing the hiring controls for personnel actions that required approval of the Deputy Director, Associate Directors, and Regional Directors. Effective immediately, you may proceed to exercise your authority to effect those personnel actions. The attached hiring control guidance incorporates this change.

Although these controls have been lifted, I am asking everyone to heighten their emphasis on position management. The attached position management checklist is a tool that will help you fill positions and direct your staffing decisions towards meeting USGS strategic goals, especially those related to workforce flexibilities and skill balances. Your servicing personnel office can also provide further guidance on position management principles and techniques.

As required by the Secretary, the hiring controls are still in effect for those personnel actions that require approval by the Director or the Department of the Interior.

Information regarding the hiring control requirements can be found at [http://www.usgs.gov:8888/ops/hro/recruit/freeze\\_guidance.html](http://www.usgs.gov:8888/ops/hro/recruit/freeze_guidance.html). Questions regarding the changes to the hiring controls can be addressed to your servicing personnel office.

Attachments

cc: Executive Leadership Team

## POSITION MANAGEMENT CHECKLIST

July 26, 2001

**Position Management:** Position management is defined as the process of designing positions and organizations in an efficient and productive manner to accomplish mission goals. The objectives of position management are to design positions and organizations that accomplish the mission, motivate employees, and achieve proper balance among economy and efficiency, skill utilization, attraction and retention of personnel, employee motivation and development, and effective use of work processes and equipment.

**Before Filling Positions:** Before taking any action to fill a position, you should ask and answer each of the following questions:

- \* Is the position still needed? Can some of the position's duties be reassigned to other positions and the position be restructured to perform other mission critical activities? Have the duties of the position been reviewed to ensure that there is no unnecessary spreading out of high-level duties that more appropriately belong with other positions in the organization?
- \* Should this position be filled as permanent, temporary, or term? Do the functions lend themselves to contracting?
- \* Have all diversity recruitment issues been considered?
- \* Are funds available now and in the future to cover the cost of the position?
- \* Can this position be restructured at a lower grade? Would hiring at the "entry" or "technician" level provide a balance between employees who perform the full performance level duties and those developmental employees who perform the more routine and lower level duties? Is there a suitable balance among kinds of positions (e.g., scientific, technical, administrative, and clerical support)?
- \* Is the span of control (supervisory/employee ratio) effective for mission accomplishment? Do opportunities exist to delayer supervisory and managerial positions and redirect resources to direct service positions? Has the organization been split into too many small segments?
- \* Can steps be taken to eliminate unnecessary deputy, assistant, assistant to, special assistant, assistant chief, and staff assistant positions?
- \* Have training programs been considered to provide for the retraining of employees in new fields and emerging technologies to meeting current mission goals?
- \* Could this position be filled using the upward mobility or career development recruitment programs?

# USGS HIRING CONTROLS

July 26, 2001

<i>Personnel Action</i>	<i>Allowed</i>	<i>Director Waiver Authority</i>	<i>DOI Waiver Authority</i>
<b>1. Official Job Offers extended and accepted prior to 01/20/01</b>	GS-12 & below	GS-13 & above	
<b>2. Permanent Appointments, Reinstatements, and Transfers (Permanent Bureau Accessions)</b>	Non-supervisory & non-managerial thru GS-13 (with an FPL up to GS-13)		Non-supervisory and non-managerial GS-14 & above (or a position with an FPL of GS-14 or higher)
Same as above	Field Supervisory thru GS-12 (with an FPL up to GS-12)		Field Supervisory GS-13 & above (or a position with an FPL of GS-13 or higher)
Same as above			All HQ Supervisory & Managerial Positions
<b>3. Promotions (other than career ladder), Reassignments, and Changes to Lower Grade where the actions are internal to the USGS and there is NO INCREASE to the employee's current career ladder.</b>	Non-supervisory & non-managerial thru GS-13 (with an FPL up to GS-13)		Non-supervisory and non-managerial GS-14 & above (or a position with an FPL of GS-14 or higher)
Same as above	Field Supervisory thru GS-12 (with an FPL up to GS-12)		Field Supervisory GS-13 & above (or a position with an FPL of GS-13 or higher)
Same as above			All HQ Supervisory & Managerial Positions
<b>4(a) Promotions (other than career ladder), Reassignments, and Changes to Lower Grade where the actions are internal to the USGS and there IS an INCREASE in career ladder.</b>	Non-supervisory & non-managerial thru GS-13 (with an FPL up to GS-13)		Non-supervisory & non-managerial GS-14 & above (or a position with an FPL of GS-14 or higher)
Same as above	Field Supervisory thru GS-12 (with an FPL up to GS-12)		Field Supervisory GS-13 and above (or a position with an FPL of GS-13 or higher)
Same as above			All HQ Supervisory & Managerial Positions

<b><i>Personnel Action</i></b>	<b><i>Allowed</i></b>	<b><i>Director Waiver Authority</i></b>	<b><i>DOI Waiver Authority</i></b>
<b>4(b) Accretion Promotions</b>	Non-supervisory & non-managerial thru GS-13 (with an FPL up to GS-13)		Non-supervisory and non-managerial GS-14 & above (or a position with an FPL of GS-14 or higher) <i>(Audit report required)</i>
<b>5. Career Ladder Promotions.</b> <b>This also includes:</b> <b>(a) promotions of current SCEPs or STEPs; and</b> <b>(b) promotions when an employee is on a term appointment that has a career ladder)</b>	Supervisory & Non-supervisory positions thru GS-13	Supervisory & Non-supervisory positions GS-14 & above <i>(Audit Report Required)</i>	
<b>6. The following actions are NOT covered by the freeze:</b> <b>*Term Appointments and Extensions;</b> <b>*Temporary Appointments and Extensions;</b> <b>*Temporary Promotions;</b> <b>*Student Appointments;</b> <b>*Placement of Employees under the Career Transition Assistance Program (CTAP);</b> <b>*Changes in Work Schedules and Changes in Hours;</b> <b>*Permanent Changes in Duty Station</b> <b>*Details;</b> <b>*Within-Grade Increases;</b> <b>*Awards;</b> <b>*Quality Step Increases;</b> <b>*Placement of Employees with Restoration Rights;</b> <b>*Noncompetitive Conversions to Competitive Service under Regulatory Authorities (e.g. SCEP, VRA, PMI, etc.);</b>			

<b><i>Personnel Action</i></b>	<b><i>Allowed</i></b>	<b><i>Director Waiver Authority</i></b>	<b><i>DOI Waiver Authority</i></b>
<p><b>*LWOP;</b></p> <p><b>*Return to Duty from LWOP;</b></p> <p><b>*Realignments (e.g., transfer of function; reorganization) where there is no change to title, series, grade, or pay and the employee stays in the same agency; and</b></p> <p><b>*Re-description of an employee's current position resulting from a position review when there is no change to title, series, supervisory designation, or organization. This applies to (a) non-supervisory, non-managerial positions GS-14 and above (or those with an FPL of GS-14 or above); and (b) field supervisory positions GS-13 and above (or those with an FPL or GS-13 or above). (These actions are processed as reassignments based on reclassification.)</b></p>			